

**Nehru Yuva Kendra Sangthan
General Administration
21st December 2011**

Tender Notice

Sealed tenders are invited for supply of personnel's of House Keeping, Security Guard, Receptionist and Electrician as detail under:-

The details are under the for supply of following manpower:-

- 1- Security Guard – 01 (One)
 - 2- Receptionist (Female) – 01 (One)
 - 3- Electrician – 01 (One)
 - 4- House Keeping Staff – 08 (Eight)
- (For an approx area of 22058 sq. ft.)

Please tender rate in the format given below:-

S. No.	Category	Basic Wages	P.F. Charges	E.S.I. Charges	Service Charges	Service Tax	Total Amount
01.							

- 1- Rates should be in conformity to Delhi Wages Act applicable at present and the rates tender should not be below minimum wages approved by Labour department, Govt. of National Capital Territory of Delhi
- 2- Should have membership to ESI, EPF and all such other mandatory clauses specified and submit registration licence number and EPF, ESI, code.
- 3- The charges will be fixed for 12 months, to be revised as per notification of Labour dept. govt. of NCTD.
- 4- Persons to be deployed should wear proper uniform and have identity card issued by the company / Agency.
- 5- For persons to be deployed, the agency should ensure for police verification for them.
- 6- The agency should agree to replace any one or all persons on direction of Nehru Yuva Kendra Sangathan, if needed from time to time.
- 7- Required cleaning material will have to be provided by the selected agency for cleaning & maintenance. Please quote yours rates per month for cleaning material separately accordingly.

Counted.....02

(02)

- 8- The contract will be for one year and may be extended for one more year if found satisfactory.
- 9- The selected agency should have to clean / maintain the floor (approx 22058 sq. ft.), furniture, fixtures, office equipment, toilets at Nehru Yuva Kendra Sangathan office situated at SCOPE Minar, Core-VI, 2nd floor, Laxmi Nagar, District Center, Delhi-110092.
- 10- The selected Agency should submit the copies of EPF contribution & ESI contribution deposit slips of proceeding month while claiming monthly charges.
- 11- Nehru Yuva Kendra Sangathan will have full right to terminate the services of the agency, without assigning any reason.
- 12- The selected Agency should be ready to submit non interest bearing Security deposit of Rs10,000/- with Nehru Yuva Kendra Sangathan on refundable basis at the time of expiring of the contract / Agreement.
- 13- The deployment of all personnel will be for 08 hr. However, the timing may be different for different category of works and may be changed as per requirement.
- 14- The payment will be on daily attendance basis and not an monthly basis.
- 15- The leaves will as per rule of Deptt. Of labour, Govt. of NCT. of Delhi.
- 16- The tender must be addressed to Director (Admn.) Nehru Yuva Kendra Sangathan, Core-4, 2nd Floor, Scope Minar, Laxmi Nagar District Center, Delhi-110092. Last Date 02/01/2012 till 5.00 p.m.

(Dr. M.P. Gupta)
Jt. Director (G.A)

